



SHERIFF
M.E EMBREY

NELSON COUNTY SHERIFF'S OFFICE

An equal opportunity employer

P.O. BOX 36, 84 COURTHOUSE SQUARE, LOVINGSTON, VIRGINIA 22949
BUSINESS 434.263.7050 ~FAX 434.263.7056

February 10, 2026

To: We the Watchers, Inc.

Your FOIA request was received on February 9, 2026 in reference to records relating the Crime Prevention Unit. Attached are the records you've requested. There is no fee associated with processing this request. No redactions have been applied and no part of the request withheld. By providing these records, this fulfills the requirements of the Nelson County Sheriff's Office under the Virginia Freedom of Information Act.

Records include the following...

"1. Any written policy, directive, memorandum, general order, or other document establishing, authorizing, or defining the Crime Prevention Unit, including its mission, scope, or authority." **Policy attached.**

"2. Job descriptions or duty statements for positions assigned to the Crime Prevention Unit, and the current number of personnel assigned to the unit." **Included in Policy.**

"3. Any standard operating procedures, manuals, or written guidelines governing the operation of the Crime Prevention Unit." **Included in Policy.**

"4. Training outlines, course titles, or curricula used to train personnel assigned to the Crime Prevention Unit." **Certificate of certification through Department of Criminal Justice Services (DCJS) for assigned personnel attached. Training outlines, Course Title and Curricula records are maintained by DCJS.**

"5. A list of equipment or resources issued to the Crime Prevention Unit, excluding audio or video recordings." **No specialized equipment or resources assigned to position.**

Respectfully,

A handwritten signature in cursive script that reads "Brad Metje".

Major Brad Metje
Chief Deputy
Nelson County Sheriff's Office
94 Courthouse Sq.
Lovingston VA 22939
434-263-7050



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GENERAL ORDER NO. 3-20

CRIME PREVENTION PROGRAMS

Effective: 10/31/2024

Revised: 10/31/2024

VLEPSC Standards: ADM.11.01, ADM.21.01-21.02

I. POLICY

It is the policy of the Nelson County Sheriff's Office to establish a positive relationship with the Nelson County community. Crime prevention constitutes an integral part of the Department's goals. All divisions within the Department are charged with supporting the deterrence of criminal activity within the Nelson County community.

II. PURPOSE

The purpose of this General Order is to establish policy and guidelines for the development and operation of the Department's Crime Prevention Program.

III. PROCEDURE

A. Administration

1. The Nelson County Sheriff's Office Crime Prevention Unit is a specialized unit operating within the Criminal Investigations Division. This Unit is designed to provide crime prevention awareness and assessments to property owners, business owners, and religious institutions within the Nelson County Community.
2. The Nelson County Sheriff's Office currently has (1) Deputy assigned to the Crime Prevention Unit. The assigned Deputy must have a minimum of two years as a Certified Law Enforcement Officer, as well as a certification from the Department of Criminal Justice Services as a Crime Prevention Specialist (this includes a pre-requisite certification as a General Instructor).
3. The Crime Prevention Unit Supervisor is the Captain of Investigations, who is assigned lead responsibility for coordinating and evaluating the department's Crime Prevention Program annually. He/she shall develop procedures for such an evaluation.

B. Procedures

1. The Deputy assigned to the Crime Prevention Unit will emphasize the prevention of property crime. The Deputy will meet with established community organizations and community groups, as requested, to increase crime prevention awareness through training and education. The Deputy should identify citizen concerns and provide solutions as necessary. All concerns, solutions, training, and public education will be documented in the Crime Prevention Monthly Activity Report. The Deputy assigned to the Crime Prevention Unit shall:
 - a. Conduct security assessments of public and private properties, as requested by the owners of such properties.
 - b. Develop Neighborhood and Business Watch programs (as applicable by local ordinance). Those programs that are already in existence will be provided with technical and program assistance.
 - c. Arrange and coordinate a series of public education programs, which may include safety talks and public appearances by Deputies assigned to the uniformed Patrol Division.
 - d. If called upon by the Nelson County Board of Supervisors, Zoning Board, Building Inspectors or Fire Marshall, the authorized deputy will address crime prevention concerns from a law enforcement perspective. Issues that can be addressed are crime prevention through environmental design, zoning and building issues.

Commonwealth of Virginia



Department of Criminal Justice Services

This will acknowledge that

Jamie F. Akers

has met the minimum training requirements as established

within the Commonwealth of Virginia for

Crime Prevention Specialist Certification

In accordance with sections 9.1-161 and 9.1-162 of the *Code of Virginia*

A handwritten signature in black ink, appearing to read "Marc Dawkins", is written over a horizontal line.

*Marc Dawkins, Law Enforcement and Public Safety Manager
Division of Public Safety Training and the
Virginia Center for School and Campus Safety*

November 30, 2029

Expiration Date